

MATERIAL MANAGEMENT
STANDARD OPERATING PROCEDURES
500 BED FLEET HOSPITAL

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500 BED FLEET HOSPITAL
STANDARD OPERATING PROCEDURES
MATERIAL MANAGEMENT

A. **MISSION:** The Material Management Department is responsible for the fiscal and logistics management of the hospital.

B. **FUNCTIONS:**

1. Fiscal.

Accounting and reporting.

2. Supply.

(a) Stock control.

(b) Requisitioning.

(c) Supply delivery.

(d) Receiving.

(e) Storage.

(f) Shipping.

3. Disbursing, if Fleet Hospital unit has a Disbursing Officer assigned.

4. Maintenance, repair and installation of medical equipment (Corpsman, BMET).

5. Providing required sterile supplies to Operating Rooms and other patient care areas (Corpsman).

C. **PHYSICAL DESCRIPTION OF FUNCTIONAL AREA:**

1. The offices of Medical Supply Admin, General Supply, and General Supply Administration will each be located within General Purpose tents. They will be located near the Comm-Z Galley. Furniture layouts and assemblies are available on design layouts.

2. Environmental Storage will be within a Temper Tent alongside all Supply Offices.

3. Shipping & Receiving will be located within a Maintenance tent. Loading/Packing and Unloading/Unpacking will be a parking lot located near Shipping & Receiving and Public Works Administration.

4. Supply Storage will be contained within empty containers near Shipping & Receiving. All containers must be marked and a complete list of inventories will be kept on hand.

D. **SPECIAL CONSIDERATIONS/HAZARDS:**

1. No usage rates established.
2. 1600 sq. ft. environment controlled storage (for items that can not be exposed to extreme temperature changes).
3. 1600 sq. ft. refrigerated storage.
4. The use of material handling equipment, specifically 4K forklifts.
5. Field environment.

E. **DEPARTMENTAL ORGANIZATIONAL CHART:**

1. Responsibility. The Head, Material Management Department, who reports to the Director of Administrative Services, is assigned overall management responsibility. A detailed job description is provided in section F. The Department is divided into four Divisions.

2. Organizational chart.

Head, Material Management
Department Head 0-4

Division Officer 0-3

Material Management Supervisor E-8

Disbursing, Fiscal & Supply Division 0-3, E-7

Fiscal Clerk E-6

Disbursing Clerk E-5, E-4, E-3

Senior Supply Advisor E-7

Medical Supply Branch E-7

Medical Supply E-5 (2)

Supply Clerk Supervisor E-7

Supply Clerk E-6 (3)

Supply Clerk E-5 (4)

Supply Clerk E-4 (2)

Supply Clerk E-3 (6)

Shipping and Receiving E-3 (2)

Medical Repair Division E-7 /E-6(3)/ E-5 (3)

3. Staffing criteria.

(a) Full Material Management Department complement not required for PM.

(b) Three or four watch sections recommended.

(c) A balance will be maintained between HM and SK personnel in each watch section and personnel should be cross-trained in medical, fiscal, disbursing and general supply functions.

(d) Only Head, Material Management Department will be excluded from watch bill.

4. Assignments will be created by the Material Management Supervisor when deployed.

5. Watch bill will be created by the Material Management Supervisor when deployed.

F. **JOB DESCRIPTIONS:**

1. Head, Material Management. The Department head is responsible to the Director of Administrative Service's and accountable for the management of all functions and services performed by the Material Management Department. These encompass the Central Sterile Reprocessing (CSR), Disbursing, Fiscal/Supply, and Medical Repair Divisions. Specifically, the Department Head will:

- (a) Supervise, schedule, and coordinate activities of departmental personnel.
- (b) Be responsible for the orientation and training of personnel assigned to the Department.
- (c) Direct and maintain accountability for procurement, receipt, stowage, issue, and fiscal accounting of Fleet Hospital consumables, equipage and repair parts.
- (d) Be responsible for the overall management of disbursing operation.
- (e) Interpret and administer hospital policies and procedures applicable to the Material Management Department.
- (f) Ensure compliance with administrative and managerial procedures contained in hospital instructions, Afloat Supply Procedures and TYCOM policies.
- (g) Ensure development, preparation and transmittal of required reports in final form.
- (h) Establish procedures for efficient intra-hospital resupply.
- (i) Medical Equipment Repair: See Med Repair SOP.

2. Material Management Supervisor. The supervisor is responsible for the supervision of all functions and services performed by the Fiscal/Supply, Disbursing, and Medical Repair divisions. The supervisor must direct, assist, orientate, and instruct subordinates in medical and general supply procedures, and Medical Repair as well as provide administrative and military supervision of Disbursing personnel. Specifically, the Supervisor will:

- (a) Supervise, schedule, and coordinate activities of assigned departmental personnel as directed by Head, Material Management Department.
- (b) Direct orientation and training of assigned personnel.
- (c) Make recommendations relative to personnel assignments requiring department head approval.

(d) Assist department head in implementing hospital policies and procedures applicable to Fiscal/Supply, Medical Repair and Disbursing.

(e) As directed by department head, ensure compliance with administrative and managerial procedures contained in hospital instructions, Supply Afloat Procedures, and TYCOM policies.

(f) Establish watch, quarter, and station bills for assigned personnel.

(g) Implement intra-hospital resupply procedures.

3. Fiscal/Supply Chief.

(a) Administer the procurement, care, preservation, stowage, inventory control, equipment, repair parts, and disposal of stores for the Fleet Hospital.

(b) Audit and supervise the procedures for documenting and reporting supply transactions, including necessary postings, document distribution, and financial reporting.

(c) Supervise and direct training for the assigned rates in Fiscal/Supply duties.

(d) As directed, implement watch, quarter, and station bill assignments.

4. Medical Supply Chief.

(a) Supervise assigned personnel in the procedures, care, preservation, stowage, inventory control, and disposal of medical supplies and equipment.

(b) Day-to-day supervision of Medical Supply Branch spaces and personnel.

(c) Act as technical advisor relative to medical supplies and equipment in the conduct of fiscal, supply duties.

(d) Train assigned personnel to learn medical supply responsibilities.

(e) As directed, implement watch, quarter, and station bills.

(f) Ensure that daily intra-hospital resupply is conducted in accordance with established procedures.

5. Fiscal Clerk.

(a) Maintain the requisition log and OPTAR files.

(b) Maintain OPTAR records and departmental budget records.

(c) Process and reconcile financial listings.

(d) Prepare required monthly budget/OPTAR Reports.

6. General Supply Chief.

(a) Supervise assigned personnel in the procurement, care, preservation, stowage, inventory control and disposal of general supplies and equipment.

(b) Day-to-day supervision of general supply spaces and personnel.

(c) Act as technical advisor relative to supply procedures.

(d) Cross-train assigned personnel to be familiar with all consumables and repair parts stocked by the hospital.

(e) As directed, implement watch, quarter, and station bills.

7. General Supply Clerk.

(a) Prepare, submit, and follow-up requisition documents.

(b) Prepare purchase and shipping documents.

(c) Receive, verify for quantity and condition, and acknowledge receipt of materials and services.

(d) Operate material handling equipment as required.

(e) Identify and stow materials.

(f) Issue stock items that are in the custody of the Fiscal/Supply Division.

(g) Prepare issue documents and verify those prepared by other departments.

(h) Prepare transportation, receipt, and expenditure documents.

(i) Assemble and package material for movement.

(j) Process shipments of personnel effects.

(k) Package, protect, process, and document storage and turn-in of repairables.

(l) Maintain stock control records for receipts, expenditures and issues of repair parts and consumables.

(m) Maintain controlled equipment accountability records.

(n) Apply instructions pertaining to handling locks, keys, and security of Fiscal/Supply material and records.

(o) Identify categories of the Fleet Hospital Table of Allowance Document and use in performing stock control procedures.

(p) Inventory stocked material and installed equipment.

(q) Perform routine maintenance on office machines assigned to Fiscal/Supply Division.

(r) Establish and maintain files.

(s) Update publications and dispose of obsolete files and publications.

8. Supply Clerk.

(a) Supervise assigned personnel in the procurement, care, preservation, stowage, inventory control and disposal of general supplies and equipment.

(b) Day-to-day supervision of general supply branch spaces and personnel.

(c) Cross-train assigned personnel to be familiar with all consumables and repair parts stocked by the Hospital.

(d) As directed, implement watch, quarter, and station bills.

G. WORKLOAD:

1. Steady state/peak state: cannot be specified at this time, will be affected by both environment and usage.

H. TASKS:

1. STAND UP FISCAL/SUPPLY DIVISION

1.1 Follow Afloat Supply Procedures outlined in the NAVSUP P-485 and NWP4-02.4.

1.2 Contact host nation support and logistic support element (CINC Assets).

- 1.3 Contract out any functions FH is unable to perform.
- 1.4 Issue predetermined shelf-life materials to work centers for initial three days of operations.
- 1.5 Break out Fiscal/Supply Division equipment, publications, office supplies and inventory against IOL.
- 1.6 Ensure storeroom and mount-out box keys and locks are available at initial setup. Key control will be maintained per NAVSUP P-485.
- 1.7 Establish watch sections as personnel arrive.
- 1.8 Designate location for storage of casualties' personal effects.
- 1.9 Review pre-positioned 30-day supply of consumables and repair parts, section 6.1.2.1 NWP. Plan for outside support after 30 days.
- 1.10 Review list of designated high-volume medical consumable (HVMC) material with work center supervisors. Tailor list as necessary.
- 1.11 Conduct training with work center Supply Petty Officers on proper supply procedures using existing programs and materials.
- 1.12 The Head, Material Management will obtain inputs from all areas regarding anticipated peak usage requirements for all critical items. Review this periodically.
- 1.13 Retain all reusable cartons, containers, wood boxes, and bracing material for hospital relocation/re-pack.
- 1.14 Assign duty supply driver.
- 1.15 Maintain hard copy of all files to assist in the data reconstruction in the event of battle damage, destruction, or loss or damage in relocation of the hospital.
2. ISSUING CONTROLLED MEDICAL CONSUMABLES AND EQUIPAGE.
 - 2.1 Maintain a list of all controlled medical consumables and controlled equipage.
3. PROCURE MATERIAL BY REQUISITION IN SUPPORT OF FLEET HOSPITAL.
 - 3.1 Use Supply Afloat Procedures, in particular overseas policies. Due to advances in technology and changes in policy, use available programs/forms.

3.2 Submit monthly reports, requisitions via WinSalts, message, phone, e-mail, or fax. Use any available authorized means.

3.3 Requisition controlled and non-controlled medical and dental items from available supply sources.

3.4 Submit emergency requisitions directly to available supply sources. When material is not available from supply systems stock, it may be purchased locally.

4. PROCURE MATERIAL BY PURCHASE ON THE OPEN MARKET.

4.1 Follow guidance outlined in the NAVSUP P-485 on direct purchase procedures.

4.2 Fleet Hospital open market purchase actions will normally be taken by a shore activity. Officers designated by warrant as contracting officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist: 1) there is an immediate urgent requirement for authorized supplies or services; 2) the supplies or services are not available at the supply support activity; 3) time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

4.3 When authorized by the Type Commander, Fleet Hospitals may make routine purchases of supplies and services when the value does not exceed \$2,500 and the following exist: the supplies or services are not available at the support activity. All transactions are made by an approved small purchase method providing for immediate delivery of the material purchased.

4.4 Purchases will be made using one of the following methods: 1) Purchase Card if available and authorized; 2) Purchase orders up to \$2,500 or \$10,000 if an emergency; 3) delivery type blanket purchase agreements (BPA) that has been negotiated by ashore activities.

5. REQUISITION OF CERTAIN MATERIALS.

5.1 Follow NAVSUP P-485 procedures on specific requisitions for services and materials such as controlled equipage, mandatory turn-in reparable and electronic materials.

6. MAINTAINING REQUISITION FILES.

6.1 Follow NAVSUP P-485 and TYCOM's specific instructions.

7. RECEIPT FOR INCOMING MATERIAL.

7.1 Designate one member of Medical Supply Branch to ensure that controlled substances are properly receipted and promptly secured.

7.2 When fresh water is received, the Head of Environmental Health, or his designee will sign for receipt as to the quality. The requesting department head will verify quantity received.

8. PROVIDE FOR MATERIAL CUSTODY.

8.1 The Head, Material Management Department is responsible for the storage, security, and inventory control of all material assigned to Fiscal/Supply.

8.2 Provide storage for hazardous material stock in designated areas. Ensure storage of gases specifically oxygen cylinders follow proper procedures.

8.3 Designate a secure location for medicinal alcohol storage.

8.4 Ensure a proper listing of all storage areas/boxes including location and inventory.

9. EXPEND MATERIAL.

9.1 Expenditure may be accomplished in one of three ways: issues, transfers, or surveys. Use procedures detailed in the NAVSUP P-485.

10. SHIP MATERIAL.

10.1 Fleet Hospitals will have some shipping requirements. Examples include mail, records, x-rays, and depot level repairables.

10.2 When shipping materials, Fleet Hospitals will normally rely on other units to provide transportation (nearest COD/VOD detachment).

10.3 Contact the activity providing logistics support relative to shipment of material to obtain necessary forms (manifest, shipping papers) not carried on Initial Outfitting List.

10.4 Parcels containing narcotics will not be marked. All such parcels will be consigned as registered mail to the medical officer of the receiving activity.

10.5 Classified matter will be transmitted as prescribed in the Department of the Navy Information Security Regulation.

11. PERFORM INVENTORY MANAGEMENT FUNCTIONS.

11.1 Fiscal/Supply Division will adopt sound inventory management procedures as set forth in NAVSUP P-485.

11.2 Review each request for a not-carried repair part against the Fleet Hospital table of allowance to insure the parent equipment is supported.

12. MAINTAIN SUPPLY DOCUMENT FILES.

12.1 Establish and maintain supply document files.

12.2 At a minimum, maintain the following document files:

- Material outstanding file (MOF).
- Material completed file (MCF).
- Purchase payment file (PPF).
- Consumption file.
- MDS/Access file.
- Procurement action file (PAF).
- Departmental file.
- Not in stock/not carried file (NIS/NC).
- Historical demand file (HDF).
- Expenditure invoice file.
- Miscellaneous receipt file.

12.3 Only one set of files will be maintained for all commodities (i.e., no separate files for medical and general supplies).

13. DOCUMENT AND REPORT.

13.1 Use available programs/forms to document OPTAR and supply transactions to reflect all transactions affecting the hospital's funds; will be the primary record of all financial reports.

13.2 In addition to the procedures outlined in available references, consult applicable TYCOM instructions regarding accounting and financial reporting.

I. RESPONSE TO DEPLOYMENT HAZARDS

1. FIRE PROCEDURES

- **Initially, attempt to extinguish a fire with a portable fire extinguisher ONLY IF THE FIRE IS CONTAINED.**
- Simultaneously, the Functional Area (FA) needs to IMMEDIATELY contact ADMIN either by phone or runner/messenger. ADMIN WILL SOUND THE ALARM FOR FIRE.
- The FA Leader will decide to evacuate the space if the fire is determined to be out of control.
- A muster of all personnel within the affected FA needs to be taken immediately and sent to ADMIN by runner.
- The FA Leader needs to wait at the FA access point for the Fire Marshall and Fire Team to arrive in order to report: type of fire, volatile items in the space (O2 cylinders, HAZMAT) and any casualties known to be in the space.
- Once the fire is out, there will be an inspection of the damaged area by the Fire Marshall, FA Leader and other key personnel.
- The Fire Marshall will give an assessment report to the Commanding Officer describing damages sustained by the FA. Depending on the outcome of the fire, the FA may need to relocate somewhere else until it is fully functional again. The FA Leader needs to await orders from the Command Staff before reentering the FA and returning to duty.

2. CHEMICAL/ BIOLOGICAL ATTACK

- The hospital ADMIN department will notify the hospital compound, via 1MC, if there is a possibility of a biological/chemical attack.
- All areas of the compound must respond appropriately
- Once the alarm has been sounded for biological/chemical attack, **THE INITIAL ACTION TAKEN IS TO DON AND CLEAR YOUR GAS MASK.** Since the fleet hospital is operational, sleeves should always be down. **The donning and clearing of the gas mask should be accomplished in a total of 8 seconds.**

- If a MOPP level is required, the ADMIN department will announce that accordingly and everyone will proceed to MOPP Level 4. **This task must be accomplished within 8 minutes.**
- A muster of all personnel needs to be taken immediately and sent to ADMIN.
- **Drink water!! Hydration, hydration, hydration.**
- The ALL CLEAR will be announced by ADMIN over the 1MC.

3. AIR RAID PROCEDURES

- Once the alarm has been sounded for air attack, **THE INITIAL ACTION TAKEN IS TO EVACUATE ALL PERSONNEL TO THE BUNKERS.** The entire compound must evacuate to appropriate bunkers including living spaces/GPL's and the COMMZ
- Conduct an accurate muster of all personnel immediately and submit it to the ADMIN bunker.
- Be sure to bring all gear including canteens since mustering may require everyone to be standing outside for long periods of time.
- When announced over the 1MC, each FA must send in two junior personnel to search and sweep high, medium and low on both sides of the FA to check for bombs. All other personnel will stay outside in bunkers until area is cleared. The All Clear will be announced over the 1MC.

4. MISCELLANEOUS ITEMS

- Each FA needs to have a logbook or similar system in order to keep track of all staff and patients within the compound. Each time a staff member or patient leaves the FA, he/she must be logged out (time, location) and then logged back in when he/she returns. This will assist with accuracy when conducting musters.

INDEX 1

ASSIGNMENTS BY BILLET SEQUENCE CODE

Department: MATERIAL MANAGEMENT

1. Officer Billets.

<u>Billet Section</u>	<u>Title</u>	<u>Designator</u>
19029	Head, Material Management	2300/1802S 0-4

2. Enlisted Billets.

<u>Title</u>	<u>Designator/Rate</u>
Supply Services Supv.	0000/HM E-9
Fiscal Clerk	0000/SK E-6
Medical Supply	0000/HM E-7
Medical Supply	0000/HM E-5
Medical Supply	0000/HM E-5
Supply Clerk	0000/SK E-6
Supply Clerk	0000/SK E-4
Supply Clerk	0000/SK E-4
Shipping & Receiving	0000/SN E-3
Shipping & Receiving	0000/SN E-3
Senior Supply Adv.	0000/SK E-7
Supply Clerk Supv.	0000/SK E-7
Supply Clerk	0000/SK E-5
Supply Clerk	0000/SK E-5
Supply Clerk	0000/SK E-5
Supply Clerk	0000/SK E-3
Supply Clerk	0000/SK E-3
Supply Clerk	0000/SK E-3
Supply Clerk	0000/SK E-3
Supply Clerk	0000/SK E-3
Disbursing Clerk	0000/DK E-6
Disbursing Clerk	0000/DK E-5

A special note, review each billeted member's experience and locate to appropriate area.

INDEX 2

WORK CENTER IDENTIFICATION CODES

<u>WORK CENTER CODE</u>	<u>WORK CENTER</u>
FH01	CASULTY RECEIVING
FH02	LABORATORY
FH03	RADIOLOGY
FH04	OPERATING ROOM
FH05	CENTRAL STERILE SUPPLY
FH06	OR PREP AND HOLD
FH07	PATIENT ADMINISTRATION
FH08	PHARMACY
FH09	PUBLIC WORKS
FH10	SUPPLY
FH11	FOOD SERVICE
FH12	MEDICAL REPAIR
FH13	LAUNDRY
FH14	COMMUNICATIONS
FH15	SECURITY
FH16	BASE SERVICES
FH17	HOUSEKEEPING
FH18	REPROGRAPHICS
FH19	ENVIRONMENTAL HEALTH
FH20	BERTHING
FH21	FIRE PROTECTION
FH22	PASTORAL SERVICES
FH23	MANPOWER MANAGMENT
FH24	INTENSIVE CARE
FH25	ACUTE CARE
FH26	OPHTHALMOLOGY
FH27	OTORHINOLARYNGOLOGY
FH28	DENTAL
FH29	EMERGANCY MEDICINE
FH30	UROLOGY
FH31	INTERNAL MEDICINE
FH32	SURGERY
FH33	ANESTHESIA
FH34	NURSING SERVICE
FH35	PHYSICIANS ASSISTANTS
FH36	PSYCHIATRY
FH37	ORTHOPEDICS

INDEX 3

REFERENCES

Number

Title

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NAVSUP P-485 Vol. I & II & III

F-2

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